

DDA Staff - 8/8

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ADMINISTRATIVE

DDA STAFF

ODP # 3-1047

D. 10/1

DD 20

E. 10/1

1/10/83

Copy sent 8/8/83 2/5

MEMORANDUM FOR: Deputy Director for Administration

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : Critical Skills List

1. At our meeting on 16 July, we agreed to provide you with a revised Critical Skills List. The list is attached.

2. We further agreed to drop psychologists from the list and to add telecommunications specialists. Subsequent to the meeting, NEAC agreed to drop economists from the list.

3. We are continuing to study the numbers to be placed in process in both critical and non-critical areas. For example, our July report from the offices shows requirements for 301 new clerical employees but our 30 June strength report shows that there are only 53 clerical positions vacant. Since we have EOD'd 387 people in the last two months, have 246 more cleared to EOD, are only 77 under ceiling and will be down to 16 entitlements under the freeze by 30 September, now appears to be a good time to further reduce the number in process in order to speed up processing time. We have therefore decided on the following limits on applicants to go in process per week:

Clericals	15
CT's	10
Critical prof/tech	15*

*There will be no limit on minorities, handicapped, and Special Programs.

4. At the meeting, we also agreed that Deputy Directors would have to approve all applicants in non-critical categories going into process. Since two-thirds of our vacancies are in critical skills which can go directly in to process, quotas for non-critical skills must be limited. Based on your ceiling, on duty strength requirements and applicants already in process, your quota for placing in process applicants in non-critical categories is two (2).

5. These quotas will remain in effect through 30 September. By that time, the number in process should be reduced sufficiently so that hiring

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can be accomplished more rapidly. Also, we will have analyzed office requirements for FY81 and determined the optimum number to be placed in process for each office.

6. We appreciate your patience and cooperation in helping to make the new system work.

STATINTL



Harry E. Fitzwater

Attachment:
Critical Skills List

Critical Skills List

- I. Applications restricted by numerical ceiling.
 - A. High Priority Professional & Technical Applicants
(Total Cases Not to Exceed 15 Per Week)
 1. Engineers (all categories)
 2. Electronic Technicians
(including Utility Equipment Specialists)
 3. Linguists
 4. Computer Scientists
 5. Physical Scientists
 6. Telecommunications Specialists
 7. SIGINT Specialists/Analysts
 8. Security Officer Trainee
 9. Medical Technicians
 10. Attorneys
 11. DDO Operations Officers
 - B. Clerical Applicants
(Total cases not to exceed 15 per week; however, clericals recruited to meet the needs of our domestic field offices are excluded from the ceiling restriction.)
 - C. Career Trainees (10 per week)
- II. Applications not restricted by numerical ceiling.
 - A. Minorities (professional and technical only)
 - B. Handicapped
 - C. Special Programs
 1. Graduate Fellows
 2. Student Trainees
 3. White House Fellows
 4. Cooperative Office Education
 5. Project Opportunity